

DHHS PROGRAM SPECIALIST-RN SUPERVISOR

DESCRIPTION: Under limited supervision plans and coordinates the development, administration and evaluation of various medical service programs; serves as a medical consultant to provide technical advice and to perform analysis and evaluation of assigned program; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews and analyzes federal regulations, state laws and their administrative requirements to formulate appropriate policies, procedures and interpretations for the coverage and delivery of medical programs.

Provide consultation and resource information to other staff regarding provision of medical services items and supplies.

Writes reports, position papers, impact statements and related documents in order to formulate policy material to cover specific areas of medical service programs by conducting research and meeting with other agency staff, representatives of other agencies and medical service providers.

Researches medical information to determine medical necessity for prior approval of services and expectations.

Implements policy and program regulations to ensure that staff and service providers are working with uniform guidelines by evaluating and coordinating program policies and regulations.

May coordinate medical findings for client placements with agencies, facilities and physicians.

Explains program service delivery to agency staff and service providers by developing and conducting training sessions on service delivery systems for agency staff and service providers.

Performs medical/independent professional reviews and utilization reviews in ICF/MR facilities.

Analyzes current program resources and requirements to develop recommendations and corrective action plans by comparing program operation to divisional and departmental goals and objectives.

Initiates and implements new programs, providers and community services to improve services delivery by cooperating with other departmental staff or other agencies.

Develops the necessary resources and administrative support to ensure the program operates effectively and efficiently by coordinating with other departmental divisions or outside agencies.

V73320 – DHHS PROGRAM SPECIALIST-RN SUPERVISOR

Presents information to agency staff, clients, providers and other agency staff on types of services and benefits available or aspects of new or revised assistance programs and services to educate and inform those involved of requirements and services available.

Develops and implements the informational program of the program service available to ensure that service providers, representatives of other agencies or members of the public are aware of the program and services, enrollment procedures, policies and authorization.

Approves providers for enrollment prior to submission for data processing by ensuring their compliance with program standards and proper completion and accuracy of the completed enrollment form.

Reviews prior authorizations to ensure proper completion and accuracy of the data by checking the provider type, number of services provided, service codes, provider license number and other related information.

Monitors provider and client historical data to check for improper utilization of services by checking for deviations from established standards for service delivery and payment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: federal and state laws, rules, regulations, policies, programs and services pertinent to the medical programs dealt with; treatments available in specific nursing fields; the functions of social service agencies; computer systems and their application to the program; available community medical services.

Ability to: analyze, develop and organize material pertaining to divisional policy and operation; initiate and assimilate new and creative concepts in the field of program responsibility; determine appropriate medical needs of clients for administration of the program.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of professional nursing theory; methods and techniques of program planning and budgeting; general procedures followed in various types of physical examinations and treatment; professional medical terms, diseases and physical conditions.

Ability to: establish and maintain positive relationships with agency staff, service providers and clients; communicate effectively via memos, reports or group discussions with agency staff, service providers and others to promote, explain, discuss, advise and interact with them on various program issues and problems; interpret and explain in layman's language medical terms, diseases, conditions and treatment; apply instructions, laws, rules, policies and procedures pertinent to the program.

V73320 – DHHS PROGRAM SPECIALIST-RN SUPERVISOR

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in nursing, and experience as a professional nurse.

AND

Experience in providing community/public health nursing care services preferred. Licensure as a Registered Professional Nurse in the State of Nebraska is required.